

May 28, 2013
City Commission Room, 700 N. Jefferson, Junction City KS 66441

Mayor Cecil Aska
Vice Mayor Pat Landes
Commissioner Mick McCallister
Commissioner Jim Sands
Commissioner Michael Ryan
City Manager Gerry Vernon
City Attorney Catherine Logan
City Clerk Tyler Ficken

1. 6:00 P.M. - CALL TO ORDER

2. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

[a.](#) Consideration and approval of the noise waiver and authorization to discharge fireworks at Junction City Brigade baseball games from June 1 through July 26, 2013.

[b.](#) Consideration and Approval of a Contract Amendment for the River Walk Landing Water System Improvements

[c.](#) Consideration and Approval of Emergency Repairs to the East WWTP Final Clarifiers

3. SPECIAL PRESENTATIONS:

a. Recruiter presentations for City Manager position.

4. NEW BUSINESS:

[a.](#) Consideration and selection of City Manager recruitment services.

5. ADJOURNMENT:

Backup material for agenda item:

- a. Consideration and approval of the noise waiver and authorization to discharge fireworks at Junction City Brigade baseball games from June 1 through July 26, 2013.

City of Junction City

City Commission

Agenda Memo

May 28, 2013

From: Tim Brown, Police Chief
To: Gerry Vernon, City Manager and City Commission
Subject: Ordinance Waivers for Junction City Brigade 2013

Objective: Noise Waiver and Waiver of Fireworks ordinances for the 2013 Junction City Brigade baseball season.

Explanation of Issue: Mike Heldstab from the Junction City Brigade baseball club requests a noise waiver and waiver of the fireworks ordinance for the use of fireworks at Rathert Stadium, 900 West 13th Street, on the following dates: June 1, 14, 22, 28 and July 26. These firework shows will be executed by Bennett Fireworks.

Budget Impact: There is no impact on the budget.

Alternatives: The Commission may approve, deny, or postpone the event.

Special Considerations: There are no special considerations.

Recommendation: Staff recommends approval of the request for a noise waiver and the authorization to discharge fireworks by the Junction City Brigade at Rathert Stadium for the 2013 season.

Enclosures: Junction City Brigade request from Mike Heldstab, General Manager



**Junction City Community Baseball Club
P.O. Box 828
Junction City, KS 66441**

To: City Commission of Junction City

The Junction City Brigade, a non-profit organization, would like to request a noise waiver for the use of fireworks at Rathert Stadium. Firework shows will be used the following nights: June 1, 14, 22, 28 and July 26. These firework shows will be executed by Bennett Fireworks.

The team will operate solely at Rathert Stadium, at 900 W. 13th in Junction City, KS.

Any additional information can be obtained by reaching myself by email at mike.heldstab@live.com or by telephone at 785-209-1465.

Thank you for your consideration,

Mike Heldstab
General Manager
Junction City Brigade

Backup material for agenda item:

- b. Consideration and Approval of a Contract Amendment for the River Walk Landing Water System Improvements

City of Junction City

City Commission

Agenda Memo

May 28, 2013

From: Gregory S. McCaffery, Municipal Services Director
To: City Commission and Gerry Vernon, City Manager
Subject: **Change order – River Walk Pond Water System Improvements**

Objective: The consideration and approval of a change order for the River Walk Pond Water System Improvements.

Explanation of Issue:

The City awarded a contract for the River Walk Pond Water System on April 2, 2013. Since that time, installation of the force main, lift station work, pipework, Westar transformer installation, and the stabilization of various areas of the pond has started. Additional areas of the pond have eroded away since the original project design was approved. The additional erosion necessitates a change order for added repairs, which involves additional bentonite, fill dirt and rip-rap to stabilize the newly eroded areas along the south side of the pond. If approved, this change order will amend the original contract price.

Per the City's Fiscal Policy, the City Manager may approve contract change orders up to \$25,000. However, this item is before the City Commission for consideration due to the timing of the special meeting. City staff has reviewed the work involved with Kaw Valley Engineering and recommends the approval of the change order as presented.

Budget Impact: The pond improvements construction costs will be paid out of the City Stormwater Fund.

Alternatives: The Commission may approve, deny, or postpone this item.

Recommendation: Staff recommends approval of the change order to Larson Construction, Inc. of Manhattan, KS for the Riverwalk Landing Pond Water Improvements, in an amount not to exceed \$7,080.00, bringing the new contract amount to 156,786.00.

Suggested Motion: Commissioner _____ moves _____ to approve the change order for the Riverwalk Landing Pond Water Improvements in the amount not to exceed \$7,080.00 for a new contract amount of \$156,786.00 to Larson Construction, Inc., Manhattan, KS, as presented.

Commissioner _____ seconded the motion.

Enclosures: Change Order, No. 1, River Walk Landing Pond Improvements
City Commission meeting minutes of April 2, 2013

00430
CHANGE ORDER

Order No. One (1)

Date: May 14, 2013

Agreement Date: April 18, 2013

Name of Project: Storm Sewer Improvements to Serve The City of Junction City - JCKS

Owner: City of Junction City, Kansas

Contractor: Larson Construction, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: Please see attachment.

Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$ 149,706.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER: \$

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$ 7,080.00

The new Contract Price including this CHANGE ORDER will be \$ 156,786.00

Change to CONTRACT TIME:

The CONTRACT TIME will be increased by 0 calendar days.

The date for completion of all work will be June 20, 2013 (Date).

Requested by: Larson Construction, Inc. Will Siebert 5-20-2013
(Signature) (Date)

Recommended by: Kaw Valley Engineering, Inc. [Signature] 5-20-2013
(Signature) (Date)

Accepted by: City of Junction City, KS
(Signature) (Date)

END OF SECTION 00430

33197 Junction Rd Hwy 130A
Junction City, Kansas 66441
www.kveng.com



33197 Junction Rd
Junction City, Kansas 66441
www.kveng.com

KAW VALLEY ENGINEERING, INC.

May 3, 2013
A11D5577

Mr. Bob Rogers
Larson Construction
P.O. Box 1411
Manhattan, KS 66505

RE: Request for Quote
Storm Sewer Improvements to Serve
The City of Junction City, Kansas

Dear Mr. Rogers:

It has come to our attention that there is an additional location on the pond slopes that requires erosion repairs. This location is on the south side of the pond, across from the Comfort Inn. It was not included in our plans or specifications so we would like a quote for materials and labor so that we may consider adding it to the project scope through a Change Order. The preliminary bid items are as follows:

1. Fill Dirt	12 C.Y.	@	\$ 20 ⁰⁰ /C.Y.	= \$ 240 ⁰⁰
2. Bentonite	3.0 Tons	@	\$ 1080 ⁰⁰ /Ton	= \$ 3240 ⁰⁰
3. Additional Riprap	12 S.Y.	@	\$ 50 ⁰⁰ /S.Y.	= \$ 600 ⁰⁰
4. Equipment/Labor				\$ 3000 ⁰⁰

Please return a unit price and total for the above items. You may adjust the quantities or add/subtract items as you see fit to complete the work. We will approach the owner when you have provided us with the above information to discuss what actions to take.

Thank you for your assistance and we look forward to working with you on this project.

Sincerely,

Joshua L. Bielinski
Joshua L. Bielinski, E.I.T.
Intern Engineer

TOTAL 7,080⁰⁰

JLB:sim

Enclosures

VCSEVERKZProjectA11_3377Design/Correspondence/Ltr To B Rogers Re RFQ Additional Pond Slope Erosion Work Doc

other locations

Kansas City, Missouri • Lenexa, Kansas • Salina, Kansas

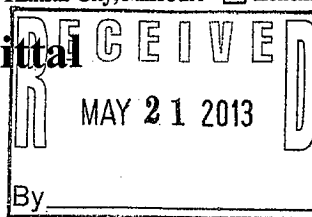


KAW VALLEY ENGINEERING
Consulting Engineers

Originating Office: ☒ Junction City, Kansas ☐ Kansas City, Missouri ☐ Lenexa, Kansas

Letter of Transmittal

TO: City of Junction City, Kansas
Post Office Box 287
Junction City, Kansas 66441



Attention: Greg McCaffery Date: May 21, 2013 Job No.: A11D5577
Tel: _____ Ref: Storm Sewer Improvements to Serve the City
Dept.: _____ of Junction City, Kansas {Oxbow}

We are sending you ☒ Attached Information sent via:
☐ Shop Drawings ☐ Prints ☐ US Mail ☐ Fax ☒ Courier
☐ Copy of Letter ☒ Change Order ☐ Federal Express [☐ Priority ☐ Standard ☐ 2-Day]
☐ Plans ☐ Samples ☐ Specifications ☐ Other _____

Copies	Date	No.	Description
3			Change Order No. 1

These are transmitted as checked below:

☒ For Approval ☐ Resubmit _____ Copies ☐ Return _____ Corrected Prints
☐ For Your Use ☐ _____ ☐ Submit _____ Copies for Distrib.
☐ As Requested ☐ Returned For Corrections ☐ Prints Returned After Loan To Us
☐ For Review and Comment ☐ For Bids Due (Enter Date) _____

Remarks: Please present the enclosed Change Orders for approval at the next city
commission meeting. We would appreciate receiving two (2) fully approved originals for
our files and for distribution to the contractor. If you have any questions, please don't
hesitate to contact us.

Copy To: _____ Signed: Keith D. Beatty, P.E./slm

KVETrans 4.98

2319 N. Jackson, PO Box 1304 • Junction City, Kansas 66441 • Tel: 785-762-5040 • Fax: 785-762-7744
8040 N Oak Trafficway • Kansas City, Missouri 64118 • Tel: 816-468-5858 • Fax: 816-468-6651
14700 West 114th Terrace • Lenexa, Kansas 66150 • Tel: 913-894-5150 • Fax: 913-894-5977
1331 Armory Road • Salina, Kansas 66488 • Tel: 785-823-3400 • Fax: 785-823-3411

April 2 2013
C.C. minutes
A.13.6

Consideration of Payroll #5 & #6 for March 2013. Commissioner Aska moved, seconded by Commissioner Sands to approve the Consent Agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of request for street closing and other services for the "Run for the Wall" event on May 19, 2013. Commissioner Aska moved, seconded by Commissioner Sands to approve the Consent Agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of ambulance contractual obligation adjustments and bad debt adjustments (February 2013). Commissioner Aska moved, seconded by Commissioner Sands to approve the Consent Agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

SPECIAL PRESENTATIONS

Presentation of Certificate of Appreciation to Andrea Yunker, on behalf of the Junction City Fire Department, presented to Mayor Landes and Interim Fire Chief Rook. Interim Fire Chief Rook made the presentation.

NEW BUSINESS

Consideration and approval of award of bid – River Walk Landing storm improvements. Public Services Director McCaffery stated that it took a year to receive the permit to pump the water as requested. Major costs for the project include the pump, Westar service, and restoration of the pond bank. Commissioner Taylor asked how long the project will take. Public Services Director McCaffery stated that the Westar service installation will likely be an important factor on the completion date. Commissioner Johnson asked why the bids were so much higher than the engineering estimate. Public Services Director McCaffery stated that the inclusion of the pond restoration and Westar service impacted the final price. Commissioner Johnson inquired as to whether the oxbow lake would be sucked dry. Municipal Services Director McCaffery stated that there are restrictions on the level that the lake can be drawn down, and also a limit on the amount pumped. Commissioner Sands asked if the pond could be plumbed now at the current level. Leon Osborn stated that the pond could be pumped, and the level would be impacted by two inches. Commissioner Sands moved, seconded by Commissioner Aska to approve award of bid to Larson Construction in an amount not to exceed \$149,706.00. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of Jupiter/JSB Group Lease Modification. Mads Kragelund stated that his organization requests an extension of the option to renew as stated in their contract to May 31, 2013. Commissioner Johnson stated that the option to purchase the building with a reduction of the amount of rent paid should be removed from the agreement. The agreements for rent payments as agreed to

Backup material for agenda item:

- c. Consideration and Approval of Emergency Repairs to the East WWTP Final Clarifiers

City of Junction City

City Commission

Agenda Memo

May 28, 2013

From: Gregory S. McCaffery, Municipal Services Director
To: City Commission and Gerry Vernon, City Manager
Subject: **Approval of Contract for Emergency Repairs for the Final Clarifiers at the East Wastewater Treatment Plant**

Objective: The consideration and approval of a contract for the emergency repair for the final clarifier at the East Wastewater Treatment Plant.

Explanation of Issue: Recently, one of two final clarifier drive units at the East Wastewater Treatment Plant (East WWTP) has failed, and is in need of immediate repair. This is a critical piece of equipment within plant operations. A sole source vendor purchase is required for the repair or replacement due to the age of the equipment. One of the two units on site must remain in operation to ensure the City's NPDES limits are met for the treatment plant discharge process, therefore a backup unit is essential. Newer units are planned for replacement at a later date, but will take months to design and construct.

After discussions with Siemens Industry, Inc., (the sole supplier of these units), HDR Engineering, and Veolia Water staff, a contract for repair of this unit is being prepared. The work will include the following items: (1) detach the center cage from and disassemble drive cage, (2) install new drive parts, (3) reassemble drive unit, (4) reattach and adjust center cage and rake arms, and (5) adjust and test run the rebuilt drive unit to check for proper operation. Much of the work is labor intensive with a cost estimate of \$42,410.00, which includes materials, labor, and freight costs from Thomasville, GA.

Due to the emergency nature of this item, and since this is a sole source repair, this work could be approved by the City Manager as per the fiscal policy. However, it is being brought before the City Commission for approval due to the convenient timing of the special meeting.

It is anticipated it will take approximately 4-5 weeks for completion of the work. Veolia Water has been in contact with KDHE as to the status of this equipment condition and operations at the plant.

Budget Impact: The clarifier work and repairs will be paid out of the City Wastewater Fund.

Recommendation: Staff recommends the City Commission's approval of the contract with Siemens Industry, Inc. of Thomasville, GA for the repairs of the Final Clarifier Unit, in an amount not to exceed \$42,410, as presented. A final contract will be provided for signature upon the development of a purchase order, which will start the project.

Suggested Motion:

Commissioner _____ moves to approve the contract for the repair of the Final Clarifier Drive Unit at the East WWTP in the amount not to exceed \$42,410.00 to Siemens Industry, Inc. of Thomasville, GA, as presented.

Commissioner _____ seconded the motion.

Enclosures: None

Backup material for agenda item:

- a. Consideration and selection of City Manager recruitment services.

City of Junction City

City Commission

Agenda Memo

May 24, 2013

From: Cheryl Beatty, Interim City Manager
To: City Commissioners
Subject: City Manager Recruitment Services

Objective: Consideration of bids and selection of recruitment services for City Manager.

Explanation of Issue: During the May 7, 2013 meeting, the Commission directed staff to conduct a request for proposal process for the selection of a recruitment firm to conduct City Manager recruitment.

Staff developed the RFP in a manner that created three options from which the Commission could select a firm as well as the amount of services required to conduct a successful recruitment.

Staff believes the Commission should carefully evaluate the proposals and make a decision based on the needs of the Commission.

Budget Impact: The cost of the recruitment was not budgeted in the 2013 budget but any costs will be offset through budgetary savings from not paying the City Manager's salary for several months.

Suggested Motion: Commissioner _____ makes a motion to award the bid to _____ for an amount of _____

Attachments: Proposals (3 completed & 1 e-mail requesting more time)



**Statement of Interest for
Junction City, Kansas
Services for City Manager Recruitment
May 17, 2013**



Rebecca G. Crowder, President
Elizabeth Tatarko, Vice President
P.O. Box 27196
Overland Park, Kansas 66225
Ph (913) 851-7530
Fax (913) 851-7529
bcrowder@austinpeters.com
www.austinpeters.com

Proposal prepared by:
Marla Flentje
Senior Consultant
Ph (316) 250-1344
mflentje@austinpeters.com



May 16, 2013

City of Junction City: Attention Tyler Ficken
Professional Services – City Manager Recruitment

Dear Mr. Ficken:

We are pleased to offer this statement of interest for consideration by the Mayor and City Commission. Our letter outlines services we offer to ensure the City selects the most qualified applicant who is also an excellent fit for your organization and community.

We are a general human resource management consulting firm with private, public and nonprofit sector clients. Local government executive recruitment is one of our specialties, and we have extensive and seasoned experience in this work. We believe we are uniquely qualified to serve municipal clients:

- **We understand local government and the needs of elected officials.** Our associates have worked in local government management and have advanced public administration education credentials.
- **We understand the city management profession and what is important to the most qualified candidates.** One of our consultants provides graduate school education to those who aspire to the profession and has also served as an Interim City Manager at the City of Wichita, Kansas. In a past position, another member of our team worked directly with city and county managers to provide regular, professional education programs.
- **Our sole focus is the interests of the governing body.** We are not a head hunting firm and do not represent those seeking executive positions. We enable a merit-based recruitment free from favoritism of candidates based on our associations. Our only client is the governing body.
- **We have a proven, hands-on recruitment process** – deliberative, merit-driven, and inclusive of governing body members – and if preferred, advice from key stakeholders. Our commitment to exceeding clients' expectations enables us to complete recruitment in an average of 14 weeks.
- **We provide exceptional facilitation skills.** We are trained in group processes, and understand the value of governing body consensus at each recruitment stage. None of our previous clients have ever had a split vote on selection of a Manager -- a record that speaks to the value of our facilitation skills.

Our letter responds to all of the City's requested services and also identifies several optional services that many of our clients have found to add value to their executive recruitment process.

We note with pride that Junction City is our current client and we have provided a similar set of services with respect to your recruitment of a Fire/EMS Chief. We believe your City Manager will give you a favorable review of our expertise, high level of performance and responsiveness.

Thank you for the opportunity to offer this letter of interest. We welcome the opportunity to meet with you in person. I can be reached at 316-250-1344 or mflentje@austinpeters.com.

Sincerely,

Marla Flentje

Marla Flentje
Senior Consultant

I. Information Requested in Request for Proposal (#3, page 1)

Description of Firm

The Austin Peters Group, a small Kansas-based company, brings together experience and energy under the name of Austin Peters. Rebecca Crowder, President of Austin Peters, founded the organization with the commitment that this small company will provide high-quality, tailored products to meet the demands of public, private and nonprofit sector customers. According to Rebecca, *"I was frustrated with the lack of personal attention I received from large consulting companies, and the products were generic. I wanted to change the quality of services available, particularly to the nonprofit and public sectors, so The Austin Peters Group was born."*

The Austin Peters Group is a designated Women Business Enterprise (WBE) under the Small Business Administration's certification program. This firm was formally incorporated June 24, 1998. The founders of The Austin Peters Group, Rebecca Crowder and Elizabeth Tatarko, have over forty years of experience collectively in human resource management, executive recruitment, strategic planning, leadership and professional development, governance training, grant writing, fund development and program evaluation.

Resumes of Project Consultants

Marla Flentje, lead project consultant, has been Senior Consultant for the Austin Peters Group for seven years and has a nearly 25-year career in public service, much of it in providing services to local governments and nonprofit agencies. From 1998-2005 she served as education director for the Kansas Association of Counties where her responsibility was to provide teaching, consulting and education management services for elected and appointed persons who serve Kansas counties. During her tenure, she worked closely with the Kansas County Commissioners Association to establish its Leadership Academy (continuing education program for county commissioners) and facilitated development of the organization's Code of Ethics.

Flentje also served in the Hugo Wall School of Urban and Public Affairs at Wichita State University for thirteen years, most recently as Associate Director for Government and Community Services where she worked on numerous projects with local governments in the region. In addition, she has significant experience in executive searches, strategic planning, facilitation and mediation. She has also served on the faculty for the Training Institute for the National League of Cities. Flentje has a masters degree in public administration from Wichita State University.

Flentje gained experience in executive recruitment at the Hugo Wall School where she assisted municipalities with the recruitment of City Managers in the region. At the Kansas Association of Counties, she advised boards of county commissioners on executive recruitment matters. In the past seven years, she has been involved in executive recruitment projects with sixteen cities, counties and nonprofit organizations in the Midwest. Percentage of time on proposed project: 80 percent.

Rebecca Crowder, SPHR, is president of The Austin Peters Group since 1998 and has more than twenty years of local government management experience, including public finance, and nearly ten years of senior level consulting in human resources. Her former positions include Human Resource/Administrative Services Director for the City of Merriam; professional staff at the Municipal Technical Advisory Service at the University of Tennessee; Management Assistant at the City of Janesville, Wisconsin, and Budget Analyst for Johnson City, Kansas.

Crowder has organized and led training programs on a variety of subjects including recruitment and interviewing, compensation and benefits, sexual harassment, human resource law, team building, budget and finance, goal setting and strategic planning. During her career, she has acquired expertise in management recruitment, interviewing, selection and compensation, and legal issues in human resource management.

Crowder is Adjunct Professor at Washburn University, where she teaches courses for designation in human resource management for the Society for Human Resources. She holds many certifications including the Society for Human Resources, Diversity Trainer and Achieve Global, Conflict Resolution and Working Together. She holds an undergraduate degree in political science and a masters degree in public administration from the University of Missouri.

In the past seven years, she has been involved in executive recruitment projects with sixteen cities, counties and nonprofit organizations in the Midwest. Percentage of time on project: 20 percent.

Previous Executive Recruitment Clients

<u>Local government jurisdiction</u>	<u>Length of recruitment</u>	<u>Date position filled</u>
City of Junction City, Kansas Fire/EMS Chief	Continuing	Continuing
CLASS, LTD. ¹ Columbus, Kansas	16 weeks	February, 2013
City of Colby, Kansas City Manager	16 weeks ²	August, 2012
City of Osage City, Kansas City Manager	15 weeks	March, 2012
City of Greensburg, Kansas City Administrator	13 weeks	January, 2012
City of Salem, Missouri City Administrator	13 weeks	September, 2011

¹ CLASS is a large nonprofit agency with an \$8 million annual budget that serves persons with developmental disabilities.

² City Council elected to conduct a second round of interview that added approximately two weeks to the process.

Previous Executive Recruitment Clients, continued

<u>Local government jurisdiction</u>	<u>Length of recruitment</u>	<u>Date position filled</u>
Flinthills Services, Inc. ³ Executive Director	13 weeks	November, 2010
City of Smithville, Missouri City Administrator	14 weeks	September, 2010
Ellis County, Kansas County Administrator	16 weeks ⁴	June, 2010
City of McPherson, Kansas City Administrator	12 weeks	October, 2009
Reno County, Kansas County Manager	16 weeks ⁵	July, 2009
City of Valley Center, Kansas City Administrator	14 weeks	January, 2009
Harper County, Kansas County Manager	20 weeks ⁶	October, 2008
City of Andover, Kansas City Administrator	14 weeks	August, 2008
Garden City, Kansas City Manager	12 weeks	February, 2008
City of Derby, Kansas City Manager	13 weeks	July, 2007

³ Flinthills, Inc. is a large nonprofit agency that serves persons with developmental disabilities.

⁴ County used citizen screening committee that added approximately 2 weeks to the process.

⁵ County used citizen screening committee that added approximately 2 weeks to the process.

⁶ County Commission suspended recruitment during several weeks leading up to primary election.

What previous clients say about our executive recruitment services

"The success at the level we achieved would not have been possible without [The Austin Peters Group's] expert assistance. The accolades from the governing body for their service are unanimous. This is very noteworthy considering it comes from a group that seldom holds a unanimous viewpoint on issues as important and complex as this [City Administrator recruitment]. Ms. Flentje's clients are well served by her and the Austin Peters Group." - The Honorable Mike McNow, Mayor of Valley Center, Kansas.

"After considering multiple bids from executive search firms, our governing body selected The Austin Peters Group. It proved to be a very wise choice. From the beginning, the consultants listened carefully to the wants, needs and concerns of the City Council, employees and citizens. Those ideas were considered throughout the process. Our experience was such a positive one that I can say confidently that we would not hesitate to hire your company again. – The Honorable Dion Avella, Mayor of Derby, Kansas

"The Austin Peters Group was a tremendous asset in the recruitment of our new City Administrator. Ms. Flentje provided us with confidential and professional expertise, starting with a well thought out and prepared Recruitment Profile and ending with a great hire in our City Administrator. She involved and engaged the City Council in every step of the process. The Council and I highly recommend using The Austin Peters Group for your recruitment needs. We found that having [them] on our team was an investment, not an expense." -The Honorable Bob Dixson, Mayor of Greensburg, Kansas.

"The process used by your firm was much more effective [than the City's previous recruitment.] Meetings were organized, the process was structured and the results were markedly better. We moved purposefully through a well designed process and avoided pitfalls often associated with reaching a consensus on such an important decision. In truth, the process actually served to make the governing body more cohesive. I can recommend to other communities without hesitation, the services of The Austin Peters Group. I can also say, without reservation, that if I ever need these services again, I will not hesitate to call you." – The Honorable Quintin Robert, Mayor of Osage City

"As a Reno County Commissioner, I can give a strong recommendation to anyone considering using your company for their executive search process, particularly in regard to public employees. Reno County used your firm in the summer of 2009 to assist in the hiring of a County Administrator, and we were very pleased with the responsiveness and knowledge of Marla Flentje. She was active in promoting our position to others, and I am convinced that several resumes were received due solely to her encouragement. The background checks were quite helpful, and we placed great confidence in Ms. Flentje's assessment of each candidate's suitability for the position." –The Honorable Bradley Dillon, Reno County Commissioner

"It has been just over a month since our new City Administrator started his first day. So far, we are certain he is a top find for our City. I just want you to know if we need your service again, your company will be on the top of the list." - The Honorable Gary Brown, Mayor of Salem, Missouri

II. Responses to Selection Criteria (page 2 of RFQ)

A. Record of Success. Our previous clients, listed on page 4, along with testimonials from some of the elected officials on their governing boards are evidence of our success. All of our previous recruitment engagements have resulted in a successful hiring of an executive manager by a unanimous vote of the governing body. We also suggest Commissioners review their own Fire/EMS Recruitment Profile, Candidate Screening Report and Reference Report as examples of the high quality of our work. We list below references that would speak to our high performance.

The Honorable Pat Mallory
City Council Member
Colby, Kansas
785 443-2790

The Honorable Dion Avello, Mayor
Derby, Kansas
316-788-1519

The Honorable Brian Fullmer, Mayor
Smithville, Missouri
816-447-1565

Gerry Vernon, City Manager
Junction City, Kansas
775-223-7779

The Honorable Mike McNoun, Mayor
Valley Center, Kansas
316-650-2541

The Honorable Quentin Robert, Mayor
Osage City, Kansas
785-528-4163

The Honorable Brad Dillon, Commissioner
Reno County, Kansas
620-727-6758

The Honorable Gary Brown, Mayor
Salem, Missouri 65560
573-729-4811

B. Lead Consultant is Senior Consultant, Marla Flentje, and supporting consultant is Rebecca Crowder.

C. Resource Capacity at our firm is sufficient to complete the recruitment process and perform the services selected by the City Commission in a timely fashion and without delays from our firm. The only service that we sub-contract is graphic design for an on-line brochure for the Recruitment Profile, if the Commission elects to use this optional service.

In addition to the extensive experience and expertise of our consulting team in the area of executive recruitment, our firm's resources also consist of:

- A broad network of professional local government managers in the Midwest
- Membership in the International Association of City and County Management Association
- Many years of experience in developing and delivering professional development programs to local government managers
- Expertise in all aspects of human resource management including up-to-date employment law (signified from certification by the Society for Human Resource Management)
- Access to legal services (although our practice is to rely on the legal counsel of our client when questions of law arise)
- Over fifty years of combined experience working with hundreds of municipal elected officials on a broad array of projects related to executive recruitment, other human resource management needs, strategic planning and training and leadership development

D. Demonstrated Customer Service. References from Junction City's City Manager as well as our other references and client testimonials will provide evidence of our exceptional customer service.

E. Capacity to Meet Scope of Services. Our consultants' resumes reveal our firm has the experience and skill set to deliver the services requested by the City. Our consultants also have the time over the summer months to give Junction City their full attention and anticipate that, absent unanticipated challenges in candidate recruitment or scheduling problems for the Commission, we can complete the recruitment process in approximately 14 weeks.

III. Service Options Identified by Junction City

Option 1

Develop a candidate recruitment profile. The profile is the central document that drives the rest of the recruitment process. The approved profile represents the consensus of Commissioners on the preferred candidate for the organization and is used to help the City put its "best foot forward" in marketing to the most qualified candidates. Getting the details right on the recruitment profile is of utmost importance. **We note that two sections the Fire/EMS Chief Recruitment Profile we prepared for the City earlier this year can be used for the City Manager Profile, thus allowing the City to enjoy a lower fee for this service.** Three steps for Profile development are:

- a. Conduct individual, on-site interviews with Commissioners** on the following topics:
 - The desired qualifications and qualities of the City Manager
 - Community expectations and priorities in selection of the Manager
 - Immediate issues the Manager will be expected to address

- Procedures and steps for candidate interviews
- Other expectations regarding the recruitment process
- Parameters of the compensation package

b. Prepare recruitment profile for consideration and adoption by the Commission. Based on information gathered from interviews, a recruitment profile with the following sections will be drafted for Commission consideration and adoption:

- Description of the community and detailed description of municipal organization
- Qualifications for the position of Manager (minimum and preferred)
- Qualities desired for the position of Manager
- Job description of City Manager
- Major issues facing the City
- Recruitment timetable
- Parameters of compensation

c. Format and publish recruitment profile as an on-line brochure. The brochure will include attractive pictures of City facilities and the Junction City community (provided by the client), and will be formatted so it can be linked to the main page of the City's website.

Recommend and Implement Position Marketing Strategies and Initiate Affirmative Contacts. Our consultants will offer seasoned advice as to the professional and association-related job boards used for marketing the position. We will advise that enough ad space be purchased to publish detail sufficient to effectively market the organization and community. We will prepare different versions of ad copy to meet the format requirements of chosen media outlets. Ad placement and payment are the responsibility of the City of Junction City.

We will make extensive use of our consultants' networks of professional local government managers to identify current people in the profession who match the City's recruitment profile. We also will tap into the City Manager network in Kansas and adjacent states for the same purpose. We will send the Recruitment Profile to these persons and follow up with personal phone calls to encourage their candidacies.

Receive and process all resume-related materials. Our consultant will receive all candidate resume material submissions, and in doing so, we offer the City the following assurances:

- During the four-week period in which resumes are solicited, we will regularly update Commissioners on the number and characteristics of resumes submitted.
- We will guarantee the strictest confidentiality of all candidate information and communication, sharing information only with Commissioners and City staff who are designated to participate in the recruitment.
- Our communication with all candidates who inquire about or submit a resume will be timely, professional and will project a positive image of the City of Junction City.
- We will act solely in the interests of our client as represented by the City Commission; our job is not to promote the interests of any candidates for the position.

Our consultant will review resumes against the position requirements and preferences published in the Recruitment Profile and identify those candidates who are the closest match. We will screen promising candidates as follows:

- Communicate with candidates to clarify gaps or discrepancies in resume information and solicit additional information for evaluating their candidacies
- Administer an 800-word writing assignment relevant to the City Manager's responsibilities to evaluate candidates' written communication skills
- Conduct an on-line search of relevant information about candidates from public sources, especially print and electronic media

We do not call references at this recruitment stage in order to honor the confidentiality of candidates' resume submissions.

Deliver Candidate Screen Report. Based on the screening steps identified earlier, our consultant will compile a confidential Candidate Screening Report that will contain the following information:

- Profile of each recommended candidate, highlighting number of preferred qualifications, work history, relevant experience, strengths and concerns/limitations
- The writing assignment completed by each recommended candidates
- Copies of relevant media reports and other information from credible public sources

Most governing bodies want to receive the names and materials of five to seven candidates who are the closest match to the preferred candidate. The actual length of the report is determined by the strength of the candidate pool. Our Candidate Screening Report will also identify alternate candidates in the event that the final candidate pool is reduced by candidates who withdraw their applications or whose interviews are less than satisfactory.

Option 2

This option includes all services described in Option 1, plus the following additional services.

Advise on background checks. We will offer advice on conducting formal background checks. At minimum, background checks should include a review of education credentials, credit history, and a search for criminal convictions and vehicle violations. Background checks may also include a drug screening if City policy requires one for all new employees.

Our firm does not conduct formal background checks. Our experience has been that most local government employers are already set up to conduct some or all of these checks on certain categories of employees, e.g., those whose jobs require use of a vehicle. Using this example, most law enforcement departments are able to access the appropriate public records without cost.

Under this proposal, the responsibility for conducting background checks and for payment of fees associated with those checks is with the City. Our consultant will advise designated City staff on accessing services for these reviews. An additional background check may also be advisable through a visit to a finalist's community of residence, especially if it is outside the state. This could be done

by someone designated by the Commission, such as a law enforcement official. A member of our firm could also perform this step as an additional fee service.

Advise on candidate interview process, facilitate development of interview questions and observe candidate interviews. After receiving the Screening Report, Commissioners will determine the finalists for the position. Once their decision is made, they should determine in advance the processes, guidelines and questions for interviewing and selecting a preferred candidate. For example: the interview process may include community and facility tours, forums with employees and/or external stakeholders, and candidate and spouse hospitality events in addition to a panel interview with the governing body.

Our consultants can assist the Commission with developing an effective and legally compliant interview process. Our team has a member who maintains certification in the Society for Human Resource Management Association which enables us to keep up-to-date with evolving case law; her credential allows our firm to offer the most legally current advice. Toward this end we can:

- Work with designated staff to schedule and coordinate an interview process for each candidate
- Provide Commissioners with a menu of interview questions and facilitate agreement on questions to be used in its interview of finalists, while assuring that all questions are legally permissible
- Observe candidate interviews and be available to offer advice if requested
- Assist, as requested, with facilitating governing body agreement on a preferred candidate

Option 3

This option includes all services described in Options 1 and 2, plus the following additional services.

Draft Follow-Up Letters to Candidates Not Selected. Our firm will draft letters and a mailing list for all candidates not selected as finalists and a separate letter and mailing list for finalists interviewed and not selected. We will submit this information to the information electronically to the designated City staff so that letters can be printed on City stationery and signed by the Mayor.

Interview references and others as needed and advise on Board on formal background checks. At the direction of the Commission, and with permission of candidates, reference interviews will be conducted for all finalists. Our consultant will conduct thorough interviews with candidates' references and other persons as needed to thoroughly vet each finalist. A reference report will be provided to the Commission for each finalist at the time of its candidate interviews.

Advise Commission on elements of compensation and an employment agreement, and offer guidance on negotiation of an employment agreement. Elements of compensation and

employment agreement may include: base salary, automobile and technology allowances, deferred compensation (over City's standard retirement benefits), expenses for professional development, relocation expenses, severance length and conditions, and length of contract.

It is preferable that the Commission designate one of its members who has negotiation experience to negotiate with the finalist who receives the City's conditional offer of employment.

Our advice on negotiating an employment agreement will be offered solely with the City's interests in mind. Our firm clearly understands that we work for the Commission, not the candidates. We can provide examples of recent local government employment agreements if needed to assist the Commission and its attorney with development of language.

Additional Services Available to Clients

Listed below are other recruitment-related services often requested by our local government clients. These services are priced separately in the following Fee Section.

1. Conduct employee and/or community focus groups to solicit information on qualifications and qualities desired in a new City Manager. Governing bodies often involve stakeholders – such as employees or citizens – in the selection process. One means of doing so is to seek advice from representatives of these groups as to what qualities and qualifications are most important to the Manager selection. This step should be completed before development of the recruitment profile so governing body members will have the benefit of this advice.

Focus group participants are asked a series of questions designed to elicit responses about qualifications and qualities that should be sought in the City Manager. A written report summarizing responses of each group is prepared for the governing body before their interviews regarding information for the Recruitment Profile.

2. Staff and facilitate a Citizen Screening Committee appointed by the governing body and charged with reducing the candidate pool and recommending finalists. The composition, structure and specific charge to this Committee should be prescribed by the Commission. A screening committee is charged to review applicants for the position of City Manager using the recruitment profile and recommend, in writing, a specified number of candidates for consideration by the governing body. Our consultant can assist in drafting the committee's mission. The Commission should coordinate appointments to assure the Committee is representative of the community-at-large. Our recruitment consultant will initially screen resumes so that only candidates who meet the minimum qualifications will be forwarded to the Committee. The Committee is then tasked to identify a group of semi-finalists who most closely match the recruitment profile and direct a writing assignment to each. During a second meeting, the Committee will evaluate candidates' writing

assignments and credentials, and seek consensus on finalists to be recommended. Our consultant will staff and facilitate the work of the Committee and draft its memo identifying recommended candidates, and judgment of each candidate's strengths and limitations.

3. Advise, assist and coordinate with City staff in gathering compensation data from comparable local governments for the position of City Manager, organize the data, and facilitate governing body agreement on parameters of salary and benefits. Our consultant will work with City staff to obtain the most recent data available for comparable City governments and facilitate agreement among Commissioners as to the parameters for salary and benefits that the City is willing to offer.

Compensation-related issues include salary and benefits, severance provision, deferred compensation, professional education support and automobile expense. It is important to achieve agreement early in the process so that once a preferred candidate is identified, the City can move quickly to make an offer. Delays in finding agreement on compensation and other employment terms can slow negotiations and cause the loss of a preferred candidate to another employer.

4. Facilitate finalist candidates' presentations at community and employee forums. The Commission may wish to ask the finalists also to make presentations to City employees, usually department heads, at a community forum that opens participation to all residents, including the media. This option is an avenue to seek stakeholder advice on the selection and also provides another means to evaluate candidates' communication skills. Forums must be carefully structured and facilitated to be constructive. Our consultant will advise on organizing the forums, facilitate the sessions and provide a means to solicit participant feedback.

5. Provide technical assistance for development of annual performance goals for the new City Manager. The relationship between the Commission and the newly appointed City Manager will be enhanced with clarity as to the Commission's most important expectations for its new administrative leader. In consultation Commissioners, our consultant will draft a set of first year performance goals for their consideration and approval. Establishment of performance goals in this manner will provide the basis for a fair and objective evaluation of the City Manager after the first year of employment.

IV. Service Fees

Option		Fee
Option #1		\$7,550 ⁷ (includes three trips to JC)
Option #2		\$1,600 (includes one additional trip)
Option #3		\$1,600 (includes one additional trip)
Total of Options #1 - #3		\$10,750
Additional Services		
Focus Group(s)		\$500 per focus group
Staff Citizen Screening Committee		\$1,600
Research comparable compensation		\$300
Moderate candidate forums		No additional cost if present
Assist with first-year performance goals		\$500

Fees are inclusive of all costs including consultant travel and reflects less time needed on the Recruitment Profile because of our previous work on the City's Fire/EMS Chief recruitment. Our proposed fees assumes:

- 1) An employee of the City of Junction City who holds the confidence of the governing body will be designated to provide logistical support and clerical assistance to the recruitment process.
- 2) Legal counsel will be available to advise the governing body on any legal issues arising in the recruitment process and prepare the employment agreement.
- 3) The City pays for all direct costs such as reproduction of recruitment-related documents including but not limited to the Recruitment Profile, resumes, and press releases, all travel and related incidental expenses for candidate interviews, costs to conduct formal candidate background checks, and any other related direct costs.

If the City accepts our proposal or some variation of it, our firm will prepare a Letter of Understanding identifying mutual obligations for written approval by a representative of the City of Junction City and our firm.

⁷ Includes \$550 design fee for color, on-line Recruitment brochure. If Commission prefers it in a Word format, this fee will be waived.

V. Previous Social Sector Clients (partial list)

Public Organizations

City of Abilene, KS
Barton County, KS
Butler County, KS
Butler Community College, KS
Central-Lee School District, IA
City of Chattanooga, TN
Cole County School District, MO
City of Derby, KS.
Ellis County, KS
Franklin County, KS
City of Garden City, KS
City of Grandview, MO
Henry County School District, MO
Miami County, KS
Johnson County, KS
Johnson County Community College, KS
Kansas State University, KS
City of Andover, KS
City of Garden City, KS
City of Iowa City, Iowa
City of La Vista, NE
City of Lenexa, KS
City of Marshalltown, Iowa
City of North Liberty, Iowa
City of Oklahoma City, OK
City of Ottawa, KS
City of Paola, KS
City of Park City, KS
City of Salem, MO
City of Smithville, MO
Platt County, MO
Reno County, KS
Riley County, KS
City of Rose Hill, KS
City of Valley Center, KS
City of Wichita, KS.
Sarpy County, NE
Sedgwick County, KS
Seward County, KS
Southern Missouri State Univ., MO
Univ. of New Mexico-Roswell, NM
USD 501 Topeka, KS

Nonprofit Organization

American Diabetes, Association, Ks. Chapter
Arc of Sedgwick County, KS
Arc of Douglas County, KS
Benedictine College, KS
The Arc of Douglas County
The Arc of Sedgwick County
Big Brothers/Big Sisters of Kansas, Oklahoma and North
Central Florida
Boys and Girls Club, KS
Butler Community College
Cameron Regional Medical Center, MO
Corporation for National Service
Dickenson Foundation, KS
Families Together, KS
Flinthills Services, Inc., KS
Historic Wichita Cowtown, Inc.
Kansas African American Museum, KS
Kansas Association of Counties, KS
Kansas City Ballet, MO
Kansas Health Foundation, KS
Kansas Legal Services, KS
Kansas Municipal Utilities
KPTS, Channel 8 Public Television
Medical Services Bureau, KS
The Menninger Clinic, KS
Mercy Health Center, KS
Miami Co. Mental Health Centers, KS
Mid America Regional Council, MO
National League of Cities
Prairie Band Potawatomi Nation, KS
Saint Luke's Hospitals, KS
Sedgwick County Nonprofit Chamber of Service, KS
Sunflower Foundation, KS
TeamMates Mentoring Program, NE
Twenty First Century Alliance
United Methodist Urban Ministries, KS
United States Department of Agriculture
United Way of Kansas City, KS
Wichita Area Association of Realtors
Workforce Alliance of South Central Kansas

Ficken, Tyler

From: Tom Kaleko <tkaleko@springsted.com>
Sent: Thursday, May 16, 2013 12:56 PM
To: Ficken, Tyler
Subject: City Manager Recruitment RFP

Mr. Ficken,

Springsted Incorporated is very interested in responding to your RFP for recruitment services. Unfortunately, our current workload prohibits us from adhering to the very short deadline requested. Should you elect to extend the deadline, please let us know as we are very interested in serving the City of Junction City.

Thank you.

Tom

Tom Kaleko, CIPFA
Senior Vice President
Springsted Incorporated
9229 Ward Parkway, Suite 104
Kansas City, Missouri 64114-3311

816-333-7294
816-333-6899 Fax
tkaleko@springsted.com

Visit us on the web at www.springsted.com

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ORGANIZATION CONSULTANTS

Robert J. Saunders
1542 Merit Lane
Liberty, Missouri 64068

Voice Line 816.781.5329
Fax Line 816.781.5329
Email: bob@organizationconsultants.com

May 15, 2013

Dear Mr Ficken and Commissioners,

It is my pleasure to submit this proposal for recruitment and selection services pertaining to a city manager for Junction City. The proposal will explain my approach to providing a city commission with these services as well as the scope of services that we provide our clients which would match or exceed all three options in your Request for Proposal.

It was my privilege to serve your sister city of Abilene several years ago when they searched for and appointed a new city manager. I am proud to have served Salina in several ways for many years and they are also familiar with my work.

My firm, *rjs* Organization Consultants, was founded in 1981. You will find with this proposal a listing of cities I have served. You will notice that a number of years ago I facilitated city commission goal setting retreats for Junction City. It is a source of personal pride that many of my clients return when they need the services we provide. It would be a pleasure to have the opportunity to once again assist the city commission in this important task. (See attachments A, B, C to proposal document.)

You will also note from the biographical information included with the proposal, I bring to my clients a rich background as a former city administrator as well as a directly elected mayor and city council member. For now over forty years, I have been an active participant in the public administration arena.

It would be my pleasure to serve the City Commission of Junction City in your search for and selection of a new city manager. I would be pleased to have the opportunity to come to Junction City to visit with you about my services.

Sincerely,

Bob Saunders

Robert J. Saunders
rjs Organization Consultants

EXECUTIVE RECRUITMENT STRATEGIC PLANNING & GOAL SETTING ORGANIZATION CHANGEORGANIZATION
DEVELOPMENT TEAM BUILDING GROUP FACILITATION

TO
CITY COMMISSION
JUNCTION CITY, KANSAS

PROPOSAL
FOR

RECRUITMENT AND SELECTION SERVICES
OF
CITY MANAGER

MAY 15, 2013

INTRODUCTION

The decision that results in the selection of a city manager is the culmination of a number of decisions that must be carefully made along the way. Consequently, the process that I use places great emphasis on facilitating the city commission through those decision points so that a consensus is built at each point. In my view it is not the role of the consultant to impose decisions on the members of the commission but to insure that the city commission members are positioned to make top quality group decisions.

LENGTH OF PROCESS

The recruitment and selection process that is being offered in the steps outlined below can be accomplished in 90 days. However, it is also noted that experience dictates that it is more realistic to assume that there may be some slippage in that schedule. The longer time frame is usually due to scheduling difficulties for meetings with members of the commission.

PROFILES

The first step must be the creation of profile statements. First, is the City Commission's Community Profile Statement that compiles the commission members' views of the city's assets and challenges. This statement is extremely useful in recruiting and preparing candidates for interviews at a later stage. Also, it augments the information about the city that is readily available from the internet. Second, and of greater

importance is a detailed Position Profile Statement which represents a consensus of the commission members' views regarding personal characteristics, management skills,

Proposal to City Commission
Junction City, Kansas
May 15, 2013
Page Two of Five

management style, and commission/manager role preferences that should be sought in the new city manager. I do this either through a questionnaire or structured interview depending on the client's preference.

Once the data from the questionnaire (or interview) has been collected and compiled, a meeting of the city commission is held to reach consensus on each individual item. This meeting will typically take approximately two hours. It is then possible for the consultant to prepare detailed Position Profile and Community Profile Statements to guide the consultant and commission members through the rest of the recruitment and selection process. Once the statements are written they are sent to all members of the city commission to be "checked" for consistency with the agreed upon consensus.

In addition, the process is flexible enough to allow the city commission to meet the needs of the Junction City community. For example, some governing bodies wish to have additional input from staff or community leaders as they consider the critical elements that should be included in the profiles. That input may be gathered either by questionnaire or interview the same as would be done with the mayor and commission members. Such data becomes advisory to the city commission.

SPECIFIC RECRUITMENT

Once advertisements are placed and profiles are established the consultant is in a position to specifically recruit on a national basis potential candidates that might not otherwise apply. Likewise, because of the consultant's broad association and experience in the public sector recruiting arena, candidates with troubled backgrounds may be quickly identified.

SCREENING

A second critical decision point is the initial screening of applications that the consultant provides for the city commission. It is not atypical to receive a considerable number of applications for a position of this nature. With a detailed position profile, as a consultant to the city commission, it is possible to screen applications into three categories:

- (1) Those that meet the profile (typically, eight or ten)
- (2) Those that meet the profile but have some deficiency
- (3) Those that do not meet the profile or have troubled histories

After the initial screening, all candidates that appear to meet the profile (definitely all those in category one and many in category two) will receive telephone interviews with the consultant. After this is done, a meeting is held with the city commission at which the

Proposal to City Commission
Junction City, Kansas
May 15, 2013
Page Three of Five

consultant presents summaries of those applications in the first category. At this meeting three-five semi-finalists are chosen by the city commission members to be invited for interviews.

INTERVIEWS

An orderly and professional interview process is organized and coordinated for the city Commission. It is this consultant's practice to provide the commission members with a set of suggested interview questions as a basis for the interviews. However, individual commission members are encouraged to ask any specific questions not otherwise covered. Separate interviews are held with each candidate and typically last from one and a half to two hours. The consultant attends all the interviews. The interview process needs to be designed so that all members of the city commission have an opportunity to interact with the candidates. Usually, one or two candidates will return for a second interview that may be used to clarify opinions or explore backgrounds and mutual interests further.

SCOPE OF SERVICES

The above paragraphs provide some background, philosophy and approach to this consultant's work with the city commission in selecting a city manager. It is my belief that most consultants offer essentially the same services although they are delivered in different ways. My approach is to assist members of the city commission in making right decisions. The approach is not to impose decisions on the members.

Following is the typical scope of services we offer in the selection of a city manager:

1. The establishment of a time schedule which is mutually acceptable to client and consultant and then conduct all activities within that schedule in so far as possible.
2. Prepare and place position available announcements
3. Preparation of a detailed questionnaire which is administered to all members of the city commission through the mail (US or electronically) for the purpose of establishing criteria for the position of city manager. (If it is desired, the questionnaire process may be replaced by individual interviews) Some processes involve significant individuals identified and agreed upon by the city commission members to provide them with advice. In such a case, data is also gathered from the individuals

identified.. For example, in some cities it is desired to have the advice of senior staff and in that way include them in the recruitment process. In any event, the final decisions rest with the members of the governing body.

Proposal to City Council
Junction City, Kansas
May 15, 2013
Page Four of Five

Experience indicates that the questionnaire is a more efficient and thorough method and affords the most consistent results. However, the choice which vehicle is used depends on client preference.)

4. Receive and compile the results of the questionnaire answered by city commission members (and others). Also, prepare the results of the questionnaire for presentation to the city commission. Likewise, if an interview process is used, the data so obtained is also compiled.
5. Prepare, conduct, and facilitate a meeting of the city commission to "feedback" questionnaire (interview) results and assist the commission members in establishing, by consensus decision, the criteria which will be included in a City Commission Community Profile Statement and a Position Profile Statement.
6. Prepare, for the approval of the city commission members, both the Community and Position Profile Statements encompassing the appropriate and agreed upon items. Such statements will then form the basis for future recruitment, screening and selection decisions.
7. Manage the selection process for the city commission as it directs.
8. On behalf of the mayor and commission members, answer applicants' questions by telephone, email, or letter. Acknowledge receipt of resumes and notify candidates of their standing in the process.
9. Actively recruit desirable candidates as appropriate to the process.
10. Screen all applicants, check references, and appropriately advise the city commission members in the selection of candidates for interviews.
11. Establish, manage, and monitor an orderly interview process for the city commission.
12. Monitor and assist the city commission with handling the contracting phase as requested by them.

13. Advise the city commission on any other matters consistent with these services as requested.

Proposal to City Commission
Junction City, Kansas
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14. Be available for post appointment mentoring with the successful applicant for a minimum of ninety days from date of employment.

PROFESSIONAL FEES AND COSTS

The scope of services outlined above is offered to the city of Junction City, Kansas for a total consulting fee of Nine Thousand Five Hundred Dollars (\$9,500.00). Other consultant expenses will not exceed Seven Hundred Fifty Dollars (\$750.00) without prior authorization from the city council.

The cost of advertising and interview expenses are expressly those of the City. (Typically, advertising expense will be Five to Seven hundred dollars. The city council will control interview expense by their invitation of candidates for interviews.)

Partial payment of the consulting fee in the amount of Four Thousand Seven Hundred Fifty Dollars (\$4,750.00) will be billed and payable upon completion of the Profile stage of the process. Final billing of the remaining fee and expenses will take place upon completion of the selection process. Completion of the selection process shall be determined when an offer extended by the City Commission of Junction City has been accepted by the candidate.

ROBERT J. SAUNDERS BIOGRAPHY

Bob Saunders began his professional career in 1961 as the first city administrator of Belton, Missouri. In 1965 he moved to Liberty, Missouri to assume the same position. Both cities are growth cities in the Kansas City metro area. Goals in both cities were similar: to begin development of a professional city organization; to establish modern budget, accounting, and other management systems; to assist the City Council in instituting modern growth policies and procedures; and, to institutionalize change to professional city management. These goals remain areas of professional interest for Saunders.

In 1967 Saunders joined the faculty and staff of the University of Missouri-Kansas City where for the next fifteen years he served in a variety of capacities. Throughout his tenure, Saunders directed the Center for Management Development (CMD) in the School of Business and Public Administration and for the last five years served as an Associate Dean of the School. The Center provided management development, training, and applied research for business, public, and not for profit organizations.

During this time Saunders developed his personal specialization as a process consultant. Through the pioneering work of the Center in the late sixties and early seventies Saunders came to be known particularly for his work in public sector organization development and the application of process consultation methods to city council team building and goal setting and strategic planning. In addition to his work with the University, Saunders consulted on a national basis with city councils in cities of all sizes through his work with programs of the National League of Cities and the International City/County Management Association among others.

In 1981 Saunders founded the firm, rjs Organization Consultants, and began a full time private consulting practice. He has continued to develop the process consultation skills and methods that are uniquely augmented by more than forty years of practical experience solving problems in public, private, and third sector organizations. These are some of the skills that make him in demand by a wide variety of organizations.

Saunders holds a bachelor degree in economics from the University of Missouri and a master's degree in public administration (city management) from the University of Kansas. He has written articles for professional journals and is a contributor to several books. He has been a frequent speaker, panelist, and guest lecturer. He served occasionally as adjunct faculty for such institutions as William Jewell College and Rockhurst College Graduate School of Management among others.

Bob Saunders is a consultant who has attempted to "practice what he preaches". He has a long list of civic involvements. He served as Chair of the Liberty Planning and Zoning Commission for fifteen years during a high growth period and is a former member of the City Council. He is also a former member of the Clay County, Missouri Board of

Parks, Recreation, and Historic Sites and the Liberty Historic Preservation Commission. He has been actively involved on the Boards of numerous economic development organizations, the Mid-America Regional Council, and the Missouri Municipal League. Saunders is a former directly elected two term Mayor of Liberty, Missouri.

Attachment B

ORGANIZATION CONSULTANTS

The firm was formed in 1981 and specializes in providing high quality, individually tailored and personalized process consultation and facilitation for local government, business, and not-for-profit groups and organizations. Particular areas of expertise include strategic planning and goal setting, executive recruitment, organization development and change strategies, organization training, conflict resolution, and meeting facilitation.

The firm was built on the extensive background of Robert Saunders that spans a successful career of more than forty years. Saunders' experience as a process consultant working specifically with local governments began in 1968 while he was a faculty member and administrator at the University of Missouri-Kansas City's School of Business and Public Administration. Through the years Saunders has personally structured and facilitated numerous individually tailored programs in organizations of all sizes and diverse compositions.

Strategic Planning and Goal Setting - Each year numerous city councils and other groups call upon us to develop and facilitate their planning processes. Projects may be as simple as an intensive one-day workshop meeting or may involve a more extensive format such as a two-three day retreat or a community based project carried out over a period of months. The purposes of the workshops or retreats often employ Saunders' particular skills to accomplish team building as well as goal setting. From 1978-1980, Saunders served as consultant to the National League of Cities in their Council Policy Leadership Program. This extensive program was funded by the Kettering Foundation and the federal government. During this program, Saunders facilitated numerous programs and consulted in cities such as Wichita, Kansas; San Jose and Long Beach, California; and Charleston, South Carolina among others.

Executive Recruitment - The firm handles executive recruitment of city managers, administrators, and other department level executives for a number of agencies each year. Recruitment and selection are viewed as a process that begins with establishing community and position profiles by the appointing authority and emphasizes consensus decision making throughout. While the approach the firm utilizes is based on a process consultation model it offers full and complete services; management of the process, recruitment of candidates, screening and reference checking, recommendations of desirable candidates, interview process, and contracting.

Organization Development - The management of change and the creation of greater productivity is an essential part of organization life. Participative management techniques, organizational interventions to gain ownership, commitment, and empowerment on the part of management teams and workers, reduce conflict, and achieve quality customer service are the result of on-going programs of the firm with a variety of clients.

Group Facilitation - When a third-party facilitator is needed to achieve desired results from a meeting with a minimum investment of time, Saunders frequently is called

upon to serve in that role. Saunders is known for his skill in taking a diverse group with divergent agendas and producing consensus decisions whether there is potential conflict, the group is essentially leaderless, or the leader wishes freedom to be a full participant.

Attachment C

**PREVIOUS PUBLIC SECTOR CLIENTS
of
ROBERT J. SAUNDERS**

RECRUITMENTS AND SELECTIONS

ABILENE, KANSAS City Manager	2007
ALBANY, MISSOURI City Administrator	1996
BELTON, MISSOURI City Administrator Director of Finance	1988 2000
BLUE SPRINGS, MISSOURI City Administrator Assistant City Administrator Public Works Director	1978 1985, 1989, 1995, 1999 1990
BRANSON, MISSOURI City Administrator	1985
BRIDGETON, MISSOURI Administrative Assistant to Mayor	1999
CAMERON, MISSOURI City Manager	1990, 2009
CLINTON, MISSOURI City Administrator	1988
CREVE COEUR, MISSOURI City Administrator	1988, 1999
COWLEY COUNTY, KANSAS County Administrator	2011
CRYSTAL CITY, MISSOURI City Administrator	2008

EXCELSIOR SPRINGS, MISSOURI

City Manager

1978, 1985

RECRUITMENTS AND SELECTIONS CONTINUED

FESTUS, MISSOURI

City Administrator

2009

FRANKLIN COUNTY, KANSAS

County Administrator

2000

GARDNER, KANSAS

City Administrator

1994, 2000

Finance Director

2000

City Engineer

2000

Planner

2000

Code Administrator

2000

GLADSTONE, MISSOURI

City Manager

1984

Director of Public Safety

1986

GRANDVIEW, MISSOURI

City Administrator

1978, 1986

GRAIN VALLEY, MISSOURI

City Administrator

1990, 2002, 2005

HANNIBAL, MISSOURI

City Manager

1997

HARRISONVILLE, MISSOURI

City Administrator

1985

Public Works/Engineer

INDEPENDENCE, MISSOURI

City Manager

1993

Police Chief

1998

Assistant City Manager

1998

JOHNSON COUNTY, KANSAS

County Administrator

1985

Chief Financial Officer

1996

KANSAS CITY, KANSAS

City Administrator

1983

KANSAS CITY, KANSAS CHAMBER OF COMMERCE

President/CEO

1984

RECRUITMENTS AND SELECTIONS CONTINUED

KANSAS CITY, KANSAS BOARD OF PUBLIC UTILITIES

General Manager

1984

KIRKSVILLE, MISSOURI

City Manager

1981,1985,1990,1993,2003

LAWRENCE, KANSAS

City Manager

1990

LEAVENWORTH, KANSAS

City Manager

1977,1981,1987,1998, 2007

LEAVENWORTH, KANSAS WATER DEPT.

General Manager

2008

LEAWOOD, KANSAS

City Administrator

1979

LIBERTY, MISSOURI

City Administrator

1978

LYONS, KANSAS

City Administrator

1997

MERRIAM, KANSAS

City Administrator

1986, 1988.2008

MEXICO, MISSOURI

City Manager

1988, 2007

NEWTON, KANSAS

City Manager

2007

NORTH KANSAS CITY, MISSOURI

City Administrator

1978,1985,1987,2000

Police Chief

2002

OAK GROVE, MISSOURI

City Administrator	1992
OLATHE, KANSAS City Manager	1988
RECRUITMENTS AND SELECTIONS CONTINUED RECRUITMENTS AND SELECTIONS CONTINUED	
OSAGE BEACH, MISSOURI City Administrator	2000
PLATTE CITY, MISSOURI City Administrator	1993, 1996.2008
PRAIRIE VILLAGE, KANSAS Police Chief	1991
RAYTOWN, MISSOURI City Administrator	1994
ROLLA, MISSOURI Public Works Director	1985
SMITHVILLE, MISSOURI City Administrator	1977, 1982
SPRING HILL, KANSAS City Administrator	1993, 1995, 2002
SNI VALLEY FIRE PROTECTION DISTRICT Fire Chief	1988
TOWN AND COUNTRY, MISSOURI City Administrator	1996
WARRENSBURG, MISSOURI City Manager Fire Chief	1984, 2011 2004
WEBSTER GROVES, MISSOURI City Manager	1986

**PREVIOUS PUBLIC SECTOR CLIENTS of
ROBERT J. SAUNDERS**

**GOVERNING BODY WORKSHOPS, RETREATS,
SEMINARS, STRATEGIC PLANNING, GOAL SETTING,
TEAM BUILDING**

(Many of these clients have returned year after year)

BELLA VISTA, ARKANSAS RECRUITMENTS AND SELECTIONS CONTINUED	Board of Directors
BLUE SPRINGS, MISSOURI	City Council
BONNER SPRINGS, KANSAS	City Council
CAPE GIRARDEAU, MISSOURI	City Council
CARTHAGE, MISSOURI	City Council
CHANDLER, ARIZONA	City Council
CLAY COUNTY, MISSOURI	County Commission Economic Development Council Park Board
CHILLICOTHE, MISSOURI	City Council
CRESTWOOD, MISSOURI	City Council
DENTON, TEXAS	City Council
EL DORADO, KANSAS	City Commission
EMPORIA, KANSAS	City Commission
EXCELSIOR SPRINGS, MISSOURI	City Council
FORT WORTH, TEXAS	City Council
FULTON, MISSOURI	City Council Planning Commission
GLADSTONE, MISSOURI	City Council
GLADSTONE, MISSOURI CHAMBER OF COMMERCE	Board of Directors
GRAIN VALLEY, MISSOURI	Board of Aldermen

GRANDVIEW, MISSOURI	City Council City Council/Econ. Dev Council Community Based StrategicPlanning
HAZELWOOD, MISSOURI	City Council
HENDERSON, NEVADA	City Council
WORKSHOPS, RETREATS, ETC CONTINUED	
INDEPENDENCE, MISSOURI	City Council
JOHNSON COUNTY, KANSAS	Airport Authority County Commission
JOPLIN, MISSOURI	City Council Homeless Summit Community Park Plan
JUNCTION CITY, KANSAS	City Commission
KANSAS CITY, KANSAS C OF C	Board of Directors
KANSAS CITY, KANSAS ECON DEV COUNCIL	Board of Directors
KANSAS CITY, MISSOURI	City Council
KANSAS EASTERN REGION INSUR. TRUST	Board of Directors
LAKE OZARK, MISSOURI	City Council
LAS CRUCES, NEW MEXICO	City Council
LAWRENCE, KANSAS	City Commission
LEAWOOD, KANSAS	City Council
LEE'S SUMMIT, MISSOURI	Board of Aldermen
LENEXA, KANSAS	City Council
LIBERTY, MISSOURI	City Council
MARCIT	Board of Directors
MERRIAM, KANSAS	City Council

MISSION HILLS, KANSAS	City Council
MISSOURI MUNICIPAL LEAGUE	Board of Directors
NORTH KANSAS CITY, MISSOURI	City Council
NORTH KANSAS CITY BUSINESS COUNCIL	Board of Directors
WORKSHOPS, RETREATS, ETC CONTINUED	
NORTHEAST JOHNSON COUNTY DEV. AND RETENTION COUNCIL	Board of Directors
OVERLAND PARK, KANSAS	City Council Metcalf Corridor Group Neighborhood Group Downtown Group
ODESSA, TEXAS	City Council
PRAIRIE VILLAGE, KANSAS	City Council Plan Commission
RAYMORE, MISSOURI	City Council
RAYTOWN, MISSOURI	Board of Aldermen
RIVERVIEW, MICHIGAN	City Council
SAINT JOSEPH, MISSOURI	City Council
SALINA, KANSAS	City Commission
SAN ANGELO, TEXAS	City Council
SEDALIA, MISSOURI	City Council
SMITHVILLE, MISSOURI	City Council
SPRING HILL, KANSAS	City Council
TERRELL, TEXAS	City Council
TARRANT COUNTY, TEXAS HOSPITAL DISTRICT	Board of Trustees

WARRENSBURG, MISSOURI

City Council

WEBSTER GROVES, MISSOURI

City Council
Planning Commission
Board of Aldermen

WENTZVILLE, MISSOURI

WORKSHOPS, RETREATS, ETC CONTINUED

**NATIONAL LEAGUE OF CITIES
CITY COUNCIL POLICY TRAINING PROGRAM
(National Consultant and Facilitator)**

WICHITA, KANSAS

City Council

LONG BEACH, CALIFORNIA

City Council

SAN JOSE, CALIFORNIA

City Council

CHARLESTON, SOUTH CAROLINA

City Council

MINNEAPOLIS, MINNESOTA

City Council

**ORGANIZATION AND MANAGEMENT DEVELOPMENT
INTERVENTIONS, TRAINING, ASSESSMENT CENTERS, ETC.**

BELTON, MISSOURI

Organization Structure

BLUE SPRINGS, MISSOURI

Organization Development
Assessment Centers

**CENTRAL JACKSON COUNTY
FIRE DISTRICT**

Organization Development
Assessment Centers

CHANDLER, ARIZONA

Organization Development

CHILLICOTHE, MISSOURI
Management Staff
Police Department

Training and Team Building
Training and Team Building

CLINTON MISSOURI

Organization Development
Management Development

DENTON, TEXAS	Management Development
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FULTON, MISSOURI	Organization Development
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GLADSTONE, MISSOURI	Management Development Organization Development
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ORGANIZATION DEVELOPMENT, TRAINING, ETC CONTINUED

HARRISONVILLE, MISSOURI FIRE DEPARTMENT	Team Building
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HAZELWOOD, MISSOURI MANAGEMENT STAFF POLICE DEPARTMENT	Training and Team Building Training and Team Building
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HENDERSON, NEVADA	Management Development
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INDEPENDENCE, MISSOURI	Organization Development
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JEFFERSON CITY, MISSOURI	Management Development
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KANSAS CITY, MISSOURI CITY MANAGEMENT STAFF DEVELOPMENT DEPARTMENT FIRE DEPARTMENT	Organization Development
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KANSAS CITY AREA TRANSIT AUTH.	Strategic Planning
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KIRKSVILLE REGIONAL MENTAL HEALTH	Management Development
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LEE'S SUMMIT, MISSOURI	Organization Development Assessment Centers
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MISSOURI FIRE ACADEMY	Management Training
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O'FALLON, ILLINOIS	Organization Development
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OFFICE OF ADMINISTRATION STATE OF MISSOURI	Organization Development
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RAYMORE, MISSOURI	Staff Team Building
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SALINA, KANSAS	Organization Development
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Assessment Center

The League of Kansas Municipalities

300 SW 8th Ave., Suite 100
Topeka, KS 66603

Phone: 785-354-9565
Fax: 785-354-4186

The League was founded in 1910 to advance the general welfare and promote the quality of life of the people who live within Kansas cities. The League Executive/Administrative Position Search (LEAPS) program began in 1998. The program was created because our member cities requested a lower cost search service with the same quality of service as private search firms. They also wanted an independent firm that would recommend the top candidates rather than promote the firm's own clients. The League only represents cities seeking to fill position, not job seekers. This gives us the ability to provide a truly impartial third-party executive search for our cities.

Services Provided:

- We conduct comprehensive Governing Body interviews and surveys to develop a clear recruitment profile that reflects the needs and desires of the City.
- Using the recruitment profile as a guide for the expectations of the city manager, we develop advertisements and a marketing strategy that target the desired candidates and highlight the strengths of the City. We can link a full description of the community on the League Employment Ad website, one of the most valuable public sector job opening pages in Kansas.
- The League collects applicant resumes and uses multiple personnel to screen and rank candidates according to their qualifications and the priorities of the Governing Body.
- We perform reference and background checks, and will help plan and provide consultation on every part of the interview process.
- We perform a salary survey to determine compensation for managers in similar cities across Kansas and the region.
- Our six legal staff can assist with negotiations and help draft the employment contract.
- We send follow-up letters to all applicants.
- We communicate with the governing body and city employees throughout the search process.

Key Personnel: Kim Winn, Deputy Director – 18 years with the League, 15 years managing executive searches

Michael Koss, Member Services Manager – 1.5 years with the League and assisting with executive searches

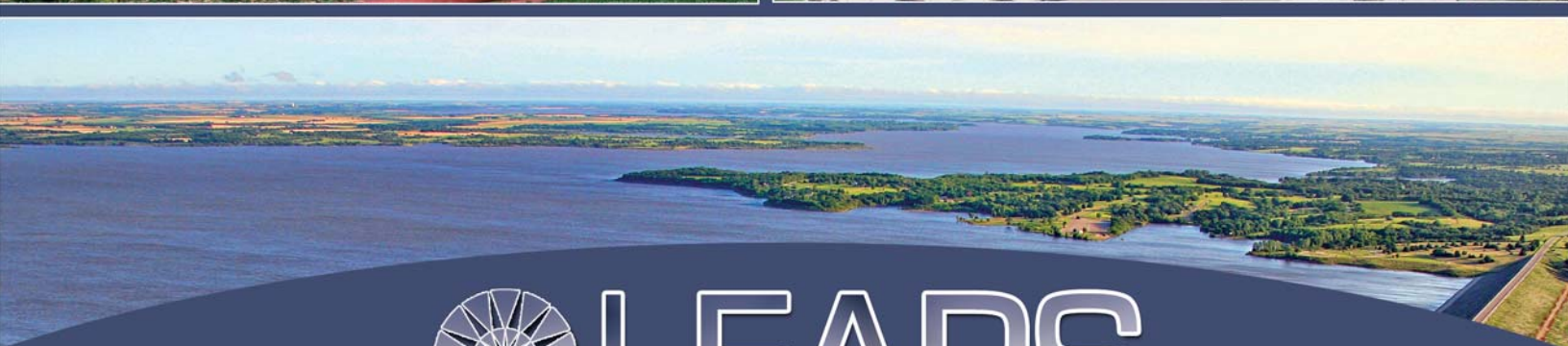
Nikki Harrison, Administrative Assistant – 4 years with the League and assisting with executive searches

Completed Projects: Junction City (2009), Coffeyville (2012), Russell (2012), Roeland Park (2011), and over 70 other Kansas cities over the course of 15 years.

OPTION			COST
OPTION #1			\$6,901.50
OPTION #2			\$6,901.50
OPTION #3			\$6,901.50
ADDITIONAL SERVICES			N/A
TOTAL COST			\$6,901.50

League Executive/Administrative Position Search

Junction City



LEAPS

Process Overview

THE PLANNING SESSION

League Staff will provide the Governing Body with an overview of the entire LEAPS process. The presentation will cover roles and responsibilities, as well as a timeline for completing the search.

GOVERNING BODY ASSESSMENT

Each member of the Governing Body will complete two surveys to help shape the position and the candidate pool. The "Who is Responsible?" profile will further clarify the responsibilities for the position. This instrument will also help determine the position description and assist in screening applicants.

The "Ideal Candidate" profile will determine the specific skills and management style that governing body members would like to see in the person filling the position. This instrument will help build the position description, advertisement, and determine the criteria used for screening resumes.

SALARY GUIDANCE

We will conduct a salary and benefits survey to provide the Governing Body with information regarding the level of City Manager compensation. This information will assist the city during contract negotiations.

ADVERTISING

League Staff will create advertisements and produce a plan to properly advertise the position. We use state, regional, and national resources to reach highly qualified municipal managers.

PROCESSING RESUMES

The League creates a database of all candidates and checks resumes for completeness and compliance with the requirements set forth by the Governing Body. We will express our recommendations to help the Governing Body select candidates for interviews. The city will make the final determination of how many and which candidates to interview.

INTERVIEWING CANDIDATES

League Staff will provide advice on scheduling interviews. We will also contact the candidates and arrange interviews at a time agreeable to the city. League Staff will also provide a selection of questions to ask candidates during the interviews. These questions will allow the Governing Body to determine the management skills, communications style, and financial knowledge of candidates.

WE GUIDE YOU THROUGH THE ENTIRE PROCESS

Before an offer is made, League Staff will help your city with background checks to thoroughly evaluate the final candidates. We will also provide the city with information regarding criminal background checks. Once the city has made a formal offer of employment and has a signed employment contract, the League will notify all candidates that the position has been filled.

EXPERIENCE

The League has the experience of conducting more than 50 LEAPS searches since the program was started in 1998. We know Kansas Municipalities and this experience will provide a service to your city that is both economical and beneficial!



LKM Professional Recruiting Program

LEAGUE OF KANSAS MUNICIPALITIES

QUOTE FOR SERVICES: CITY OF JUNCTION CITY

The quoted price includes all of these services:

Administer Characteristics Profile/Who's Responsible Surveys, which will build consensus and aid in reviewing the City Manager's job description.

Help the City create a job description, which will aid in candidate selection and build a firm foundation for the position.

Conduct a salary survey, which will show what comparable cities are paying City Managers.

Assist the City in drafting an advertisement for the position based on the determined characteristics and job description. The League will place all ads in locations selected by the City and bill the City at the completion of the project for advertising costs.

Review the resumes for compliance with the selected characteristics criteria and job description requirements.

Recommend candidates to the City for the purpose of narrowing the interview process. Assist the City in arranging interviews and preparing interview questions. We provide information on those questions considered appropriate as well as questions that address the selected characteristics criteria.

Check professional references, educational background, and previous employment of final candidate(s).

Provide information to the City regarding criminal background checks.

Notify all candidates after the position has been filled.

Staff time and expenses for up to two trips to Junction City to administer this plan.

TOTAL COST: \$6,901.50

Ten Reasons to Utilize LEAPS

1. YOU SET THE STANDARDS

The League will ask each governing body member to complete a Characteristics Profile Checklist and a Distribution of Responsibility Checklist. This establishes the most important characteristics your community desires in a new manager.

2. WE KNOW KANSAS

For nearly a century, the League of Kansas Municipalities has served cities and counties in the State of Kansas. We understand the type of leaders needed in Kansas communities. We can help you find them.

3. WE PROVIDE A PLANNING SESSION

A League Representative will be available to visit your community, discuss the process, provide guidance, and answer any questions.

4. WE PERSONALIZE THE JOB DESCRIPTION

The League will use the governing body's desired characteristics to establish a job description specifically for your community.

5. WE PROPOSE AN ADVERTISING PLAN

The League will create sample advertisements, suggest potential advertising locations, and provide a fee estimate, but the governing body will have the final say on the city's advertising cost.

6. WE COMMUNICATE WITH THE APPLICANTS

All applicants will send their resumes to the League. We will create a database of the candidates and closely screen each resume for compliance with the advertisement. We will also field the phone calls regarding the application process to provide you with a neutral third-party during the hiring process.

7. WE RECOMMEND THE TOP CANDIDATES

The League will provide a list of the top candidates along with their resumes and interview packets. We include a summary of the applicants and will discuss the advantages and potential concerns of each candidate.

8. WE UNDERSTAND PUBLIC HIRING

We provide guidance on the area of public hiring, which includes the Kansas Open Meetings Act and Executive Sessions. We can also help you create a list of useful interview questions and help you avoid unlawful questions.

9. WE SERVE AS A CLEARINGHOUSE

You can direct all calls from candidates to our office. As a third-party, we will provide a fair and neutral hiring process. The League will also formally notify those candidates who were not successful during the interview process.

10. WE SAVE YOU MONEY

The League offers the executive search service to members for thousands less than executive recruitment firms. We also serve as a neutral advisor exclusively representing cities to assure you get the best candidate for your community.



DISTRIBUTION OF RESPONSIBILITY ♦ WHO IS RESPONSIBLE?

Duties	Citizens	City Commission	City Manager	City Staff	Advisory Boards	Other Groups
Hiring and firing of city personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting goals and objectives for city programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishing local committees to evaluate programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervising city staff on a day-to-day basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orienting new city commission members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision on city utility service charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining basic needs of the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approving city budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researching information on policy making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing the commission agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing ideas for improving the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing information about city programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraging citizen participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating activities between local agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating activities between city departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From ICMA's *Elected Officials Handbook*

DEFINING THE IDEAL CANDIDATE

Please answer the following questions and send to:

League of Kansas Municipalities

Attn: Michael Koss

300 SW 8th Avenue, Ste. 100

Topeka, KS 66603

(1) How many years of professional experience should the ideal candidate have for this City Management position? _____

(2) Please state the minimum educational requirement for this City Management position? (i.e. masters degree required/preferred, bachelors degree required/preferred) _____

(3) Describe the ideal working relationship between yourself and the successful City Manager applicant? _____

(4) Please provide a short description of the ideal candidate. Describe attributes such as management and communication styles, and any specialized skills the person filling the position will need in order to be successful. _____

League Executive/Administrative Position Search

League of Kansas Municipalities
300 SW 8th Avenue, Ste. 100
Topeka, Kansas 66603-3951
www.lkm.org



LEAPS